



18<sup>th</sup> June 2024

You are hereby summoned to attend a meeting of the **COMMUNITY & WELLBEING COMMITTEE** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG** on **Monday 24<sup>th</sup> June 2024 at 7pm**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://www.youtube.com/live/Gx2TMifjool> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at [sevenoakstown.gov.uk](https://sevenoakstown.gov.uk) or by request.

Members of the public wishing to address the Committee should notify the Town Council by 12 noon on the day of the meeting. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.

**Town Clerk**

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

**Committee Members:**

Cllr Claire Shea ( <b>Chair</b> )	Cllr Chloe Gustard
Cllr Victoria Granville ( <b>Vice-Chair</b> )	Cllr Lise Michaelides
Cllr Libby Ancrum (Mayor, ex-officio)	Cllr Gareth Willis
Cllr Catherine Daniell (Deputy Leader)	

Quorum minimum of 3 elected members.

**AGENDA**

**PUBLIC QUESTIONS**

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577  
email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
web: [sevenoakstown.gov.uk](https://sevenoakstown.gov.uk)

1	<p><u>CHAIR AND VICE-CHAIR</u></p> <p>To note that at the Annual Town Council meeting held on 13<sup>th</sup> May 2024, the following appointments were made:</p> <p>Chair: Cllr Claire Shea</p> <p>Vice-Chair: Cllr Victoria Granville</p>	-
2	<p><u>TERMS OF REFERENCE</u></p> <p>To receive and note the Terms of Reference of the Community &amp; Wellbeing Committee, adopted at Annual Council Meeting 13.05.2024:</p> <ol style="list-style-type: none"> <li>1. To pursue Objective 12 of the STNP (to deliver enhanced community assets for the town) and implement Policy COM1 (promote new health and education provision, faith facilities and other necessary community infrastructure as an integral part of new development)</li> <li>2. To receive reports and recommendations from three Working Groups - Youth Services, Sports Strategy and Arts &amp; Culture</li> <li>3. To identify community groups to support and promote</li> <li>4. To identify gaps in community support (including healthcare) and lobby for improvement</li> <li>5. To receive and approve the schedule of annual grants to be made to all community groups (including sports and arts) within budgets approved.</li> </ol>	-
3	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>To receive and note apologies for absence.</p>	-
4	<p><u>REQUESTS FOR DISPENSATIONS</u></p> <p>To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 &amp; s.33 of the Localism Act 2011).</p>	-
5	<p><u>DECLARATIONS OF INTEREST</u></p> <p>To receive any declarations of interest from members in respect of any items of business included in this report.</p>	—
6	<p><u>COMMUNITY GROUPS</u></p> <p>To consider how to identify community groups to support and promote (as per item 3 of Terms of Reference, set out above).</p>	-
7	<p><u>COMMUNITY SUPPORT</u></p> <p>To consider how to identify gaps in community support (including healthcare) and lobby for improvement (as per item 4 of Terms of Reference, set out above).</p>	-

8	<u>COMMUNITY GRANT APPLICATIONS</u>	
8.1	To note that grant applications are invited from local Community Groups twice a year: Second Friday in August Second Friday in January	
8.2	To note that grant applications will be considered by Working Groups as appropriate, and recommendations made to this Committee.	
8.3	To note the criteria set out in Grants Guidance Notes for applicants	Attached
8.4	To note the grants made to local community groups in 2022/2023, 2023/24 and to date in 2024/2025.	Attached
9	<u>YOUTH SERVICES WORKING GROUP</u>	
9.1	To receive and note the minutes of the Youth Services Working Group held on 22nd May 2024.	Attached
9.2	To note that the recommendations therein submitted to the Finance & Delivery Committee on 10 <sup>th</sup> June 2024 were approved.	
10	<u>SPORTS STRATEGY WORKING GROUP</u> To receive and note the minutes of the Sports Strategy Working Group held on 29 <sup>th</sup> May 2024.	Attached
11	<u>ARTS &amp; CULTURE WORKING GROUP</u> To receive and note the minutes of the Arts & Culture Working Group held on 19 <sup>th</sup> June 2024.	To Follow
12	<u>PRESS RELEASE:</u> To consider any agenda item, which would be considered appropriate for a press release.	—

This page has been left blank intentionally

This page has been left blank intentionally



## GRANTS TO LOCAL VOLUNTARY OR CHARITABLE ORGANISATIONS GUIDANCE NOTES FOR APPLICANTS

Please read these notes carefully when completing the form. It will help to ensure that all the necessary information has been supplied.

### **ABOUT THE GRANT SCHEME**

The Town Council wishes to assist approved Local Voluntary or Charitable Bodies which provide services to residents within the Parish of Sevenoaks Town by making them grants or loans. Applications must be supported by financial statements and/or balance sheets over the previous two years, or business plan as appropriate.

The Council has various powers under which it can fund organisations by way of a grant. The Council can also make grants at its discretion to various organisations provided that **the grant will be spent for the benefit of Sevenoaks Town area or its residents**. Please refer to the maps attached to the application form. **The amount of the grant must be in proportion to that benefit.**

### **Aims of the Grant Scheme**

- To encourage and support the activities of voluntary organisations within Sevenoaks Town
- To promote new community initiatives where real additional benefits are offered to the community

The Grant Scheme is to support projects at local level so applications benefiting the town area will be given priority.

### **Terms and Conditions of Grant Awards:**

Our terms and conditions for grant awards are that:

- grant monies are used for the specific purpose approved only
- grant recipients submit a report to us by the second Friday in January 2025 detailing funds spent on residents of Sevenoaks Town Wards of Wildernessee, Town, Northern, St John's, Eastern and Kippington
- the Town Council's logo is used to advertise and promote our support
- a representative attend next year's Annual Town Meeting, scheduled for 7pm on 17th March 2025 at Bat & Ball Centre, Sevenoaks. Grant recipients will be asked to provide a stand to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

### **Where to get further information and an application pack**

Application Forms and Guidance Notes are available on our website

[www.sevenoakstown.gov.uk/Grant](http://www.sevenoakstown.gov.uk/Grant)

Or on request from: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

## **COMPLETING THE APPLICATION FORM**

### **PART 1**

#### **Who can apply?**

Any organisation which:

- Provides services that will directly benefit the area and residents of Sevenoaks Town Wards: Town, Kippington, St Johns, Eastern, Wilderness and Northern.
- Is independently established for charitable, benevolent, or philanthropic purposes.
- Has a constitution or written document setting out its aims and objectives
- Has a bank or building society account in its own name
- Can provide audited or, for smaller organisations, signed accounts for the last two financial years
- If starting up, has a feasible project or business plan

#### **We will not grant aid**

- National organisations, or local bodies with access to funds from national 'umbrella' or 'parent' bodies unless funds are not available from their national bodies, or funds available are inadequate
- Private concerns operated as a business
- Charitable trusts seeking capital to add to their investments
- "Upward funders", i.e. local groups whose total fund raising is sent to their Central HQ for redistribution
- Church Councils or Faith Groups although applications from voluntary groups linked to a church or religious body will be considered
- Individuals seeking sponsorship. [There is a separate Youth Services grant scheme which may be able to assist]
- Parent teacher organisations

#### **Environmental Impact**

The Town Council is committed to climate change initiatives, seeking to use practical methods to reduce its carbon footprint within its general operation, including changes to its buildings and assets. The Council would like to hear how your organisation's activities seek to make a positive impact on the environment, and whether you adopt environmental policies for reducing your own carbon footprint and/or increasing biodiversity.

#### **Membership/Beneficiaries**

Please give the number of people who live in the Sevenoaks Town area only (exclude those living in the surrounding villages e.g., Riverhead, Seal, Otford, Kemsing etc.) Please refer to the maps within the application forms.

### **PART 2**

The Grant Scheme could support the following types of expenditure:

- Equipment
- Training
- Hire of premises
- Information or publicity
- Other project costs
- Start-up or development costs for new community groups

Please note that:

- Grants are not made retrospectively.
- The Town Council would not normally support funding the core costs of any organisation.
- Any grant that is not used for the purpose for which it has been made must be repaid

### PART 3

If your group benefits people from the surrounding area, please apply to the appropriate Parish Council for assistance and give details on the application form.

The application form asks - Does your Project:

- Cover a geographical area beyond the parish of Sevenoaks Town Council?
- If the answer on the application form is yes, have you also contacted the respective parish councils for grant funding?
- Please provide details of which other parish councils you have contacted.

### PART 4

The Council will not normally fund organisations who have reserves in excess of twelve months operating costs.

The Council requires recipients of grants to submit a brief report within six months confirming how the money has been spent and explaining what difference the grant made. Photographs of the project would also be appreciated.

## **SUBMITTING YOUR APPLICATION**

### **Timetable**

Applications will normally be considered only in September and February/March.

- Please advise which tax year the money is to be used by you in.
- The deadline for applications is the **second Friday in August**, for the September meeting and the **second Friday in January**, for the February/March meeting.  
NB Late applications received after these dates will be reviewed at the following grants meeting.

All applications must be signed: electronic signature is acceptable.

Applications may be submitted by email to: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

or by post to:

Sevenoaks Town Council  
Council Offices  
Bradbourne Vale Road  
Sevenoaks TN13 3QG

If you are not sure whether you meet the criteria, please phone Alison Futtit on 01732 459953 or via email to [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

This page has been left blank intentionally

This page has been left blank intentionally



**Sevenoaks Town Council  
Community & Wellbeing Committee – 24<sup>th</sup> June 2024**

**Grants Awarded to Local Community Groups 2022 to 2024**

Local Community Groups are invited to submit grant applications twice a year, in August and January. Applications submitted outside these times may be considered at the next meeting of the Committee, with the agreement of the Chair.

The criteria for grant applications are set out in the Grants Guidance Notes for applicants attached.

Grant applications will be considered by Working Groups as appropriate, and recommendations made to this Committee.

Grants awarded between 2022 and 2024 are set out below for information.

Key			
Arts & Culture	Youth	Health & Wellbeing	Community Group

Groups which have benefited to date from Town Council Grants this year, 2024-25			
Sevenoaks Summer Festival 2024	£5000	Kent Youth Jazz Orchestra	£500
Stag Community Arts Centre - Theatre Arts Festival	£4000	Skateboarding Lessons for Girls	£468
Design a Christmas Light Competition	£695	We are Beams Room Hire	£1,440
West Kent Mind	£2500		
West Kent Mind	£2500		

Groups which benefited from Town Council Grants during the year 2023-24			
Sevenoaks Three Arts Festival	£600	Sevenoaks Three Arts Festival, Young Musician of the Year	£600
South East Open Studios	£250	Skateboarding Lessons for Girls	£632
Art in June Open Studios	£500	STEM (Science, Technology, Engineering, and Mathematics), Repair Workshops for HOUSE in the Basement	£375
Design a Christmas Light Competition	£700	Sevenoaks Scouts- Litter Pickers	£250
Sevenoaks Volunteer Transport Group	£1000	Sevenoaks Scouts – Room Hire	£1,335
West Kent Mediation	£900	Friends of Pontoise	£250
Sevenoaks Samaritans	£1,488	Friends of Rheinbach	£250
Sevenoaks Counselling	£2000	Sevenoaks Bowling Club	£1,000
Baby Umbrella	£2600 & £500	Hi Kent	£1000

**Sevenoaks Town Council**  
**Community & Wellbeing Committee – 24<sup>th</sup> June 2024**

Groups which benefited from Town Council Grants during the year 2022-2023			
Sevenoaks Summer Festival 2022	£5,000	Kent Youth Jazz Orchestra	£600
Art in June	£250	Sevenoaks Three Arts Festival, Young Musician of the Year	£600
Sevenoaks Literary Festival	£500	The Children's Workshop	£540
Sevenoaks Three Arts Festival	£600	Youth Resilience UK	£1,600
D'Vine Singers	£500	Sevenoaks History Hub	£500
Design a Christmas Light Competition	£759	Sevenoaks Society	£500
South East Open Studios	£250	Friends of Pontoise	£350
Sevenoaks Voluntary Transport Group	£750	Friends of Rheinbach	£250
West Kent Mediation	£800	Sevenoaks Samaritans	£1,000
Baby Umbrella	£1,380	Sevenoaks PHAB	£450
Sevenoaks Counselling	£1,500	Hi Kent	£1000
West Kent Mind	£1,000		

The total annual budget for all grants for 2024-2025, and the balance to date, is set out below:

Budget	2024/25	June 2024
	Budget	Balance
	£	£
Grant Subsidies Bat & Ball Station	0	-177.08
Grant Subsidies Bat & Ball Centre	5,768	4,098
Grant Subsidies Chamber	357	279
Local Organisation Grants <i>Of which Play Days £2,000 (Theatre Shows)</i>	15,000	8,500
Sevenoaks Summer Festival	5,000	0
Twinning Support	1,000	1,000
Youth Outreach	8,000	5,592
West Kent Housing Youth Provision	15,000	11,250
Youth Council Support	500	500
Stag Community Arts Centre	27,000	27,000
Community Rail Partnership	3,000	3,000
Greensands Common	4,000	4,000
<b>Total</b>	<b>84,624</b>	<b>65,396</b>

**Sevenoaks Town Council**  
**Minutes of the Meeting of the Youth Services Working Group**  
**Held on 22<sup>nd</sup> May 2024 at the Town Council Offices**

<b>Agenda Item 9</b> <b>Community &amp; Wellbeing</b> <b>Committee</b> <b>24.06.24</b>
---

**Meeting Commenced:** 2.20 p.m.

**Meeting Concluded:** 3.04 p.m.

**Present:**

Cllr Chloe Gustard (Chair)	Present	Cllr Dr Marilyn Canet	Present
Cllr Catherine Daniell (Vice-Chair, Deputy-Leader)	Present	Cllr Gareth Willis	Apologies
<b>Co-opted members</b>			
<b>Sevenoaks Youth Council:</b> Harry King Madeleine Politzer	Apologies	<b>Sevenoaks District Council:</b> Maxine Quinton	Present
<b>Kent County Council:</b> Vacant	—	<b>West Kent Communities:</b> Richard Dowling	Apologies
<b>Sevenoaks Area Youth Trust:</b> Peter Robinson	Apologies	<b>National Trust:</b> Amy Sabine	Apologies

**In attendance:** Cllr Tony Clayton, Responsible Finance Officer & Deputy Town Clerk, Senior Committee Clerk and House in the Basement Youth Café Manager.

**1. Chair and Vice-Chair**

Noted that at the Annual Town Council meeting held on 13<sup>th</sup> May 2024, the following appointments were made:

Chair: Cllr Chloe Gustard  
Vice-Chair: Cllr Catherine Daniell

**2. Revised Committee and Working Group System**

**2.1** Noted that at the Annual Town Council meeting held on 13<sup>th</sup> May 2024, the Town Council approved a revised Committee and Working Group system.

**2.2** The Terms of Reference for the Youth Services Working Group were received and noted.

**3. Apologies for Absence:** Received and accepted as noted above.

**4. Requests for Dispensations:** There were no requests for dispensations.

**5. Declarations of Interest:** There were no declarations of interest.

**6. Minutes of Youth Services Committee held on 20<sup>th</sup> March 2024**

It was agreed to receive and accept the minutes as a true record.

**Sevenoaks Town Council**  
**Minutes of the Meeting of the Youth Services Working Group**  
**Held on 22<sup>nd</sup> May 2024 at the Town Council Offices**

**7. Minutes of Sevenoaks Youth Council meeting held on 20<sup>th</sup> March 2024**

It was noted that representatives of the Youth Council's nominated charity, Friends for Families, had attended the meeting last week: the HitB Manager advised that this had been well received. It was suggested that perhaps a Climate Change speaker could be invited to a future meeting and an officer to talk about the Council structure at the Town Council and Sevenoaks District Council.

It was agreed that the Minutes of the Youth Council meeting held on 20<sup>th</sup> March 2024 be received and noted.

**8. House in the Basement Youth Café (HitB)**

**8.1 Manager's Report**

Daren Mountain, HitB Manager, presented his report. He advised that numbers for the NEET (Not in Education, Employment or Training) Programme were small but that it was really helping those attending. The programme would run until the school summer holidays and consideration be given to whether to continue in September.

Numbers attending HitB were steady, with approximately 15 new young people attending each month.

Daren had been undertaking detached work with Ben Reynolds, West Kent Youth Worker, on Thursdays, sometimes joined by Andy from Kenward Trust. It provided a good opportunity to engage with more young people and promote HitB. Daren commented on the strong working partnership with West Kent this year, particularly as they now visited Sevenoaks Town twice a week.

Daren also reported that the Skateboard sessions for girls had been a great success.

**8.2 Finance Cost Centre Reports, February and March 2024**

The Finance Cost Centre reports for the House in the Basement Youth Café for February and March 2024 were received and noted.

**9. Reports from Co-opted Partners**

The following reports from Co-opted Partners were noted:

**(i) Sevenoaks District Council, Community Safety**

Maxine Quinton advised that there had been a few incidents over the last few months at the Town Centre Car Park and Leisure Centre, Bat & Ball Railway Station and Sainsbury's Local, with groups of young people causing problems. They had been identified and acceptable behaviour statements drawn up; the young people and their families would be visited.

**Sevenoaks Town Council**  
**Minutes of the Meeting of the Youth Services Working Group**  
**Held on 22<sup>nd</sup> May 2024 at the Town Council Offices**

<b>Agenda Item 9</b> <b>Community &amp; Wellbeing</b> <b>Committee</b> <b>24.06.24</b>
---

There had also been some issues on trains; the Transport Police were considering placing some restrictions on travel.

The thing in common with the groups was one school. The child centred police team was to visit the school to talk to staff and maybe hold an assembly.

It was noted that there had been a significant instance of graffiti this week, over a quite wide area. It had been reported to the District Council, and the Direct Services Team hoped to remove by the end of the week. Maxine reported that they had photographs of the tag and were working on identifying those responsible.

The issues in the Town Centre Car Park involved older young people gathering in their cars. Reporting and identifying was improving, and they had been advised that if they were caught their cars would be seized.

It was noted that the Bat & Ball Station toilets had been vandalised three times recently and that the Café on the Vine was finding broken glass on occasion. Maxine requested that incidents be reported to the Community Safety team so that they are aware.

Maxine also reported that the Family Fun Day leaflets were being finalised and that Kelly Webb was organising a community art mural, working with the landowner and a student from Sevenoaks School.

**(ii) West Kent Youth Services (WKYS)**

Richard Dowling had been unable to attend the meeting but provided a written report, which was received and noted.

It was noted that WKYS had funding of £1,500 to provide six workshops for young people to improve health and wellbeing. Following conversations with young people while on detached work and at HitB, preparation was underway for the first two workshops - street dance and photography.

**10. Swing Doors for House in the Basement Youth Café**

Consideration was given to quotations received for the installation of new swing entrance doors at House in the Basement Youth Café, part of the Stag theatre building. Four quotations (excl VAT) had been obtained by the Stag:

- a) £5,693.95
- b) £6,387.21
- c) £7,000.00
- d) £4,223.13

**Sevenoaks Town Council**  
**Minutes of the Meeting of the Youth Services Working Group**  
**Held on 22<sup>nd</sup> May 2024 at the Town Council Offices**

It was AGREED TO RECOMMEND to the Finance & Delivery Committee that:

- 1) funds are provided to enable the installation of new swing entrance doors to the House in the Basement Youth Café; and
- 2) Quotation 4, in the sum of £4,223.13 (excl VAT) be accepted.

**11. Children's Design a Christmas Light Competition 2024**

Consideration was given to running the Design a Christmas Light competition, for young people aged 11 and under, for the third year running and to funding the manufacture of the winning designed light from the Youth Outreach Budget.

It was AGREED TO RECOMMEND to the Finance & Delivery Committee that:

- 1) the Design a Christmas Light Competition be run in 2024/25; and
- 2) the £695 (+ VAT) cost of the manufacture of the light from the winning design be funded from the Youth Outreach Budget.

**12. Climate Change Youth Forum**

It was noted that whilst discussing cycle routes, the Youth Forum commented that some schools did not have secure storage for many bicycles. The Youth Forum also noted that not all families had access to bikes as they were expensive, and asked that consideration be given to donation, bike swap or rent a bike schemes.

The Working Group agreed that ways of enabling affordable cycling be explored, suggesting that local bike shops, the Abacus Project (who ran a cycle repair & recycling scheme prior to Covid) and the Sevenoaks Cycle Forum be consulted. It was also queried whether a call for bikes could be made at next year's Climate Fair.

It was agreed that the Minutes of the Climate Change Youth Forum meeting held on 17<sup>th</sup> April 2024 be received and noted.

**13. Press Release**

It was agreed that a press release be issued when the Christmas Light competition is launched.

There being no further business the Chair closed the meeting.

Signed .....  
 Chair

Dated .....

**Minutes of the Sevenoaks Town Sports Strategy Working Group meeting held at the Sevenoaks Town Council Chambers on 29<sup>th</sup> May 2024, 6:00pm.**

**In attendance:**

Sevenoaks Town Council	<b>Cllr Dr Peter Dixon (Vice Chair)</b>
Sevenoaks Town Council	<b>Cllr Dr Marilyn Canet</b>
Sevenoaks Town Council	<b>Cllr Tony Clayton</b>
Sevenoaks Town Council	<b>Cllr Victoria Granville</b>
Sevenoaks Town Council	<b>Cllr Catherine Daniell</b>
Sevenoaks Town Council	<b>Nicholas Cave – Open Spaces Manager</b>
Sevenoaks Town Council	<b>Linda Larter MBE – Town Clerk</b>
Sevenoaks Town Council	<b>Georgie Elliston – Planning Committee Clerk</b>
Hollybush Residents Association	<b>Elizabeth Purves</b>
Sevenoaks Town Football Club	<b>Paul Lansdale</b>
Meeting Place, representing Tarmac Ltd	<b>Joseph Baum</b>
Sevenoaks Vine Cricket Club	<b>Hugo Tudor</b>
Sevenoaks Suns Basketball	<b>Phil Webb</b>
Sevenoaks Rugby	<b>Stephen Fitzmaurice</b>
Knole Squash, Sevenoaks Padel	<b>Michael Wright</b>
Sevenoaks Indoor Bowls Club	<b>John Roberts</b>
Sevenoaks Indoor Bowls Club	<b>Christine Freshwater</b>
Sevenoaks Bowling Club	<b>Ray Russell</b>
Sevenoaks Bowling Club	<b>Audrey Franks</b>

**Prior to the commencement of the meeting and in the absence of the Chair, Cllr Dr Peter Dixon as Vice Chair of the STSS Working Group was nominated to Chair the meeting.**

**1. Apologies for absence**

**Cllr Gareth Willis** (Sevenoaks Town Council, Chair of STSS Group)

**2. Requests for Dispensations**

None.

**3. Declarations of Interest**

None.

**4. Minutes of the Sevenoaks Town Sports Strategy Working Group held on 21<sup>st</sup> March 2024**

The Minutes of the previous STSS Working Group meeting held on 21<sup>st</sup> March 2024 were received and agreed.

**5. Sevenoaks Town Sports Strategy - Results**

The Group received and discussed the results of the Sports Facility Survey, and the following verbal updates were provided, which are included in the attached document.

**6. Schools and Sports Facilities to hire**

a) The Group received and discussed review of sports facilities offered by schools for external hire and use by the general public.

b) Members noted that, although Walthamstow Hall's website does not mention facility hire, they were aware of it sharing its indoor hall and swimming pool with outside bodies.

Cllr Dr Canet agreed to follow up with the school to check whether the Senior and Junior School offer facility sharing.

c) It was also noted that a running track and athletics field between the Trinity School site and Seal Drive is proposed to be developed by the school with help from SDC.

d) Updated document attached.

## 7. Other points of note

a) Noted that STC hoped to have a draft Sports Strategy completed by the end of 2024, for local sports providers and groups to review and comment on. This would build upon the first Sports Strategy and serve as an update.

b) Attendees agreed that the content of the second Sports Strategy could be a useful reference when SDC further their plans for a new Leisure Centre, as it can show what local groups and sports providers want, and the level of desire for specific provision.

c) It was noted that SDC had not provided an update on their own Sports Strategies recently, nor had they contacted all attendees as part of their audit – namely the Sevenoaks Suns and Sevenoaks Bowling Club. It was noted that SDC intended to survey “Winter Sports” initially and “Summer Sports” at a later date. It was **agreed** that STC contact SDC for an update, as well as to notify them that these groups have not been contacted yet and to ask for confirmation that they will be. STC to supply contact information if needed.

d) Question as to what opportunity there is for sports provision at the Sevenoaks Quarry site was received prior to the meeting and read aloud by the Chair. This also included question as to grant support, which Joseph Baum confirmed Tarmac via Derbyshire Land Trust has a fund for. Joseph encouraged the member of the public to get in contact with him with email address available from the Planning Committee Clerk, and members to visit the website: <https://sevenoaks.tarmac.com/>

## 8. Dates of future meetings

It was noted that the next meeting would take place at the Council Chambers on Wednesday 7<sup>th</sup> August 2024 at 6:00pm, and that full schedule of dates approved by Council would be shared after the meeting. These are as follows:

Wednesday 8 <sup>th</sup> August 2024 6pm	Monday 30 <sup>th</sup> September 2024 6pm	Wednesday 4 <sup>th</sup> December 2024 6pm	Wednesday 12 <sup>th</sup> February 2025 6pm	Wednesday 16 <sup>th</sup> April 2025 6pm
--	---	--	---	--

## 9. Press Release

It was agreed that a Press Release be issued on the collaborative efforts of the STSS members in creating a second Sevenoaks Town Sports Strategy.

**Meeting concluded at 7:12pm.**



Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
1	Hollybush RA	Public Open Space retained for the future for general family activities  Free access to sports facilities			Hollybush Recreation Ground is owned and managed by SDC.	
2	Sevenoaks Indoor Bowls	More Bowls  Disability Equipment  Kitchen Equipment  Infrastructure to building needs addressing – heating, carpeting, ceiling, roofing  Solar roof panels  Suspended Ceiling  Rink Carpeting		Tbc  Tbc  tbc  £81,600  £138,743  £70 - £80,000  £55 - £65,000	It is noted that the building is owned by SDC who have a programme to make its assets carbon neutral.	A draft CIL funding bid had been submitted to SDC for solar roof panels.
3	Sevenoaks Dance, Fitness & Yoga	Studio full time enabling permanent fixed equipment				
4	Sevenoaks Outdoor Lawn Bowling	Expanding changing rooms  Irrigation Tank   Electric Fence to address fox problem		£5,000   £1,000		Funding Application submitted.   Continuing with Open Days to increase membership.

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
5	Sevenoaks Vine Cricket Club	Facilities to move to 5 Saturday men's sides  Women's cricket expanding  Grass nets at Otford			Sevenoaks Vine Cricket Club have a long lease on the Vine and manage the cricket pitches.	Approach to be made to SDC to release £150k s.106 funds for Indoor Cricket to be used for Outdoor Cricket facilities.
6	Taiji & Qigong	N/A			STC would be pleased to support the promotion of the sport within the town.	
7	Sevenoaks Rugby Club	Insufficient playing pitches for membership and teams  Affordable rent of additional pitches.   Playability of pitches from significant use.			The Raleys Field / Knole Paddock is currently at full capacity.  STC pitches are at a fair rent – it is difficult to obtain additional pitches at similar or lower cost.  Due to full capacity the pitches are often 'over played' resulting in poor quality. The problem with finding alternative or additional pitches has resulted in STC having to delay improvement works.  STC invested considerable resources into trying to obtain planning permission for a 3G rugby pitch which was not successful.	SRFC creating a Foundation similar to other clubs to enable equal access for participation in the sports. This led to discussion about creation of a 'Sevenoaks Sports Foundation'  AGM to be held 30.5.2024  One pitch to be restored during 2024 – alternative training provision obtained at local school.

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
		<p>1 x 3G Pitch at Knole Paddock – free access and SRFC management.</p> <p>Need to expand women's and girls' rugby.</p> <p>Ability to have portable floodlights to move around site.</p> <p>*Women's and girls' changing and shower facilities.</p> <p>*Disabled changing facilities.</p> <p>*Specific disabled bathrooms.</p> <p>*Gender neutral toilet.</p> <p>*Extend kitchen space and the space behind the bar to deliver an improved Clubhouse experience.</p> <p>Temporary mini stand and dug out areas for coaches.</p>		£500,000	<p>If STC paid for a 3G pitch using public funds it would not hand over to a third party to use free of charge. It would be renting out to recoup public funds.</p> <p>This would of course be supported dependent on being able to address practicalities.</p> <p>Health and Safety, insurance, and impact on nearby residents need to be considered.</p> <p>It is hoped that the club will be able to remodel its current building to accommodate some of these requirements. Or is an alternative required?</p> <p>This would be subject to planning and considering the impact to other users of the site and public open space.</p> <p>This is subject to planning and considering the impact to other</p>	

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
		<p>Fixings for advertising banners.</p> <p>Electronic scoreboard</p> <p>Additional storage for junior rugby playing kits.</p> <p>Central pavilion (STC) benefit from upgrade.</p> <p>Reconfigure car park with diagonal parking bays</p> <p>Storied car park</p>			<p>users of the site and public open space.</p> <p>Could this be affixed to the current clubhouse?</p> <p>Not sure what this requires?</p> <p>STC pavilion refurbish subject to funds available.</p> <p>Substantial work is required to car park to address tree roots. Diagonal bays could be considered as a future option.</p> <p>Subject to planning permission and considerable requirement of funds.</p>	

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
8	Sevenoaks Lawn Tennis Club	Two additional courts  Padel courts  Increased social and viewing space  More private changing space – cubicles within the changing rooms  Ramp from car park to enable access to clubhouse  Improved changing space for juniors.			Is there space within current leased area for 2 more courts? Or is another site needed?  Obtain pre planning advice in relation to providing on adjacent Raleys Field.  All other needs supported subject to planning permission and funding.	
9	Hollybush Tennis Centre	Increased space for café  Increased space for changing facilities			The building is owned by SDC.  Supported subject to owner, SDC permission, Planning and funding.	Pickle Ball launched.  Planning application submitted for Padel Courts.
10	Sevenoaks Padel	4 – 8 Padel Courts (with disabled access)  Indoor facilities within Sevenoaks District  Small changing rooms (most players change at home)			See 8 above  It is understood that this is progressing at Polhill.  A planning application has been submitted by at Hollybush Tennis Centre, for 2 existing outdoor tennis courts to be converted into 3	Planning application being progressed.  Noted that noise and time of play needs to be considered for nearby residents.

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
					<p>outdoor padel tennis courts. This includes new posts, glass walls, mesh fencing and floodlights. Applicant is Mr J Heuerman from The Tennis Academy.</p> <p>STC will comment on this via Planning &amp; Environment Committee on 20<sup>th</sup> May 2024 and it is due to be decided by SDC on 3<sup>rd</sup> July 2024.</p>	It was noted that this was one of several sports suitable for the 65+ residents who were 25% of local population.
11	Sevenoaks Town Rugby Club	See 7				
12	Sevenoaks Suns Basketball Club	<p>More courts availability for more sessions.</p> <p>Facilities equipped with more baskets.</p> <p>Baskets with adjustable heights.</p> <p>Purpose built community basketball (and multi-sport) facility and outdoor courts and changing rooms.</p> <p>Disability provision</p>			<p>To date STC has not been able to assist the club with providing a potential site for its ambitious plans.</p> <p>It is understood that plans are currently being worked up with Knole Academy for this.</p> <p>There was an agreement with Sencio to provide these.</p> <p>See above</p>	<p>Actively fundraising for increased number of school coaches and towards new facility.</p> <p>The new facilities were intended to provide 3 – 4 Basketball Courts, Netball, Pickle and Badminton facilities.</p> <p>Hoping to increase provision for girls.</p> <p>Aiming for new facilities – Outdoors 2025 and Indoor 2026.</p>

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
13	Sevenoaks Town Football Club	New clubhouse – improved changing facilities, gym, café with shared community use.		£2,500,000	<p>STC &amp; STFC submitted a CIL bid and with STC match funding were successful with just over £800,000 obtained.</p> <p>Additional external funding needs to be sought.</p> <p>Planning permission obtained. Due to seek tenders May 2024.</p> <p>STFC have long term leases at Greatness Recreation Ground and manage the provision of the football pitches.</p>	Tender process slightly delayed to begin in June 2024. Further fundraising will be needed.
14	Samsara Bike Club	<p>More range of sizes of pads and softer skateboard bushes for younger children.</p> <p>Pump track or off road bike trails. Further development to Greatness Skatepark.</p> <p>WC</p> <p>Training volunteer support.</p> <p>Adapted bikes for disabled users.</p>			Potential for this provision within new Tarmac site.	
15	We Make Footballers Sevenoaks	Larger capacity for sports players.				
16	MX Fencing	<p>Sports halls</p> <p>Greater audience capacity</p>				

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
		Fencing kits for beginners  Fencing salle				
17	Invicta Karate Academy	Dedicated Karate Dojo Hall and room complex with changing rooms.				
18	Sevenoaks Town Golf Club	Trial club sets and equipment for potential new members.  Extension to bar, kitchen and changing room/showers .  Access ramp to main building and disabled toilet.				
19	Hildenborough Junior Badminton Club	More facilities to facilitate new influx of members- additional sports hall will be necessary.				
20	Sevenoaks Hockey Club	2 pitches with floodlights, possibility of sharing. Replace existing seating. A club house facility/ changing rooms.				
21	Tarmac / Greatness Quarry Development	Noted that the outline planning application provided the following:  Land for Primary School  Local Centre / Lakeside Water Facility Watersports facilities.			It was hoped that the proposed primary school would include some sports hall provision.  Outdoor water sports facilities will be provided for the first time within Sevenoaks town – e.g. sailing, canoeing	



Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
		<p>Oast House – community building</p> <p>Barn – provision for Scouts</p> <p>Secondary school- financial contribution</p> <p>Medical Facilities – financial contribution</p> <p>It was noted that there was not land available for flat sports pitches.</p>			<p>STC are preparing a Feasibility Study for the Oast House community use.</p> <p>It is hoped that the Scouts will also enable other uses of the building.</p> <p>When the full project is progressed STC will receive a substantial CIL contribution – details and plans for this to be confirmed at a later date.</p>	
22	Sevenoaks Town Sports Foundation	Discussion at the Sports Strategy Meeting held on 29.5.2024 took place about the creation of a Sevenoaks Town Sports Foundation. Tarmac expressed an interest in this.				Further discussion to be held.
23	Athletic Facilities	It was noted that SDC were creating athletic facilities including running track between Trinity School and Seal.				

**Sevenoaks Town Council Sports Strategy - Schools and sports facilities to hire (2)**

Schools in Sevenoaks	Ref Number	Sports facilities available for hire to non-schools (information gathered from school websites)
Sevenoaks School	K1*	<ul style="list-style-type: none"> <li>• 25m six-lane swimming pool,</li> <li>• fitness suite and weights room,</li> <li>• studio,</li> <li>• three glass-backed squash courts,</li> <li>• three indoor tennis courts,</li> <li>• an eight-court sports hall,</li> <li>• rock and rope climbing area,</li> <li>• physiotherapy room</li> <li>• servery/meeting room,</li> <li>• athletics track,</li> <li>• tennis courts,</li> <li>• floodlit hard courts</li> <li>• Astro &amp; grass pitches with pavilions</li> <li>• Cricket nets</li> </ul>
Walthamstow Hall Senior	K2	Note the Website does not mention hiring of Facilities for external use.
Walthamstow Hall Junior	K8	Note the Website does not mention hiring of Facilities for external use.
Knole Academy	K3	<ul style="list-style-type: none"> <li>• Sports Hall- Cricket (4 Nets), indoor Hockey, Basketball (full Sized court), Badminton (4 Courts).</li> <li>• Rock Climbing wall- (those using need experience check/Qualifications or can provide instructor.</li> <li>• Fitness Suite- Weekdays during school term: 4pm-10pm Saturday during school term: 8am-4pm Sunday during school term: 9am-5pm Weekdays during school holidays: 8am-10pm Saturdays during school holidays: 8am-4pm Sundays during school holidays: 9am-5pm.</li> <li>• Dance hall- (spinning, Circuits, Zumba, Pilates)</li> <li>• 3G Sports pitch</li> </ul> <p><i>It should also be noted they are part of a Sports partnership with primary schools in the area ( St. Thomas's, St. Johns, Lady Boswells, Sevenoaks Primary).</i></p>

**Sevenoaks Town Council Sports Strategy - Schools and sports facilities to hire (2)**

Wilderness School (see Trinity & Weald Schools)	K4	<i>(Permanently closed)</i>
West Heath School	K5	<ul style="list-style-type: none"> <li>Sports Hall- Available for Children's Birthday party's &amp; local Clubs.</li> <li>Tennis Courts</li> <li>Swimming pool- Available for weekend hire.</li> </ul>
New Beacon (primary)	K6	<ul style="list-style-type: none"> <li>Astro pitch can be divided into two smaller pitches,</li> <li>Swimming pool</li> <li>Sports Hall</li> <li>Studio</li> </ul>
Graville (primary)	K7	<ul style="list-style-type: none"> <li>Swimming pool- only for current students</li> </ul>
Sevenoaks Primary	K9	None
St. Johns (primary)	K10	None
St. Thomas (primary)	K11	None, useful to note they partner with other schools.
Lady Boswell (primary)	K12	None

\*K1 has been assigned to Sevenoaks School as in the Considerations page of the Neighbourhood Plan they are the only school not mentioned by name.

Schools in Sevenoaks not included in the original document under section K:

<b>Schools in Sevenoaks</b>	<b>Ref Number</b>	<b>Sports facilities available for hire to non-schools</b> (information gathered from school websites)
Weald of Kent Grammar school (Sevenoaks site)		<ul style="list-style-type: none"> <li>All Weather Pitch- 2G Pitch, 11-a-side football, 9-a-side football, 7-a-side football,</li> <li>Dance Studio</li> <li>MUGA- Netball Courts, Tennis Courts</li> <li>Sports Hall- Badminton courts, Gymnastic equipment, Basketball court.</li> </ul>
Trinity school		<ul style="list-style-type: none"> <li>Sports Hall- 5-a-side football, Basketball hoops, Gymnastics equipment, Hockey pitches, Badminton, Handball, Netball, Cricket nets, Trampolines</li> <li>MUGA- Used currently for Netball hires (up to 3 Courts),</li> <li>Field- Rugby goals, no external lighting at the field site.</li> </ul>
Tunbridge Wells Boys Grammer		<ul style="list-style-type: none"> <li>3G pitch- Football (Can accommodate up a 11-a-side</li> </ul>

**Sevenoaks Town Council Sports Strategy - Schools and sports facilities to hire (2)**

		<p>matches), Rugby, Hockey, fitness classes,</p> <ul style="list-style-type: none"> <li>• MUGA- Tennis nets, Badminton, Basketball,</li> <li>• Main Hall/Theatre- Dance/ Performing Arts.</li> </ul>
Solefield (primary)		<p>Noted that on the website they mention sharing school facilities with other schools and the wider community but could find not further information.</p>